

To establish an SER policy, agencies should send a copy of the proposed policy to the SCS Compensation Division at least 10 business days in advance of the effective date; SERs may not be implemented retroactively.

The policy that you send to Compensation should include, at a minimum, the job title(s), FSER rate, effective date, and business reason. Along with the policy, you must submit the SER questionnaire. All policies must be submitted to Compensation at least 10 business days prior to the implementation date. FSERs may not be implemented retroactively.

You may have a case where the pre-approved rate is not enough to attract or retain employees. In these cases, you should fill out and send the SER questionnaire to Compensation for Commission approval. We will continue to approve SERs above the pre-approved rates as necessary.

SER Policies must include:

- Business reason for the policy
- State Civil Service job title(s)
- SER rate(s) in biweekly dollars
- Effective Date
- The SER adjustment percent for current employees, if applicable. State agencies have typically awarded a corresponding adjustment of 10% or less for SER policies. When calculating the SER adjustment for current employees, use the following formula to determine the maximum allowable adjustment:

$$\text{Percentage Difference} = (\text{New Hire Rate} / \text{Old Hire Rate}) - 1$$